

ADDENDA LOG		
DATE ISSUED	DESCRIPTION	OFFICER

## **ROADMAP**

The purpose of the Qualified Pool of Vendor is to expedite selection of bidders to purchase and deliver two chemicals, liquid sodium polyphosphate and granular (fine) sodium polyphosphate as described in the technical specifications. These chemicals are used in the treatment of municipal water supplies for the control of corrosion and scale prevention in water systems.

### **QUOTE PROCEDURES**

The County will solicit spot market quotation from qualified bidders on an as-needed basis.

All pre-qualified bidders will be solicited for price and availability of items as needed. A Request for Quote will be facsimile (faxed) and/or electronic mail (e-mail) to the approved bidders. If required, the County shall note special shipping requirements. In those cases, the prices quoted by the bidders shall be inclusive of any additional shipping cost. All bidder(s) shall be notified of the award. A three (3) day protest period is applicable to all quotations over 25K. Deliveries shall be invoiced against existing blanket purchase orders.

### **Applicable Ordinances for Quotations**

Please note that all County procurement legislation apply to this contract and all subsequent solicitation(s) and award(s), to include:

- 1) **SBE Preference** (<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-4.1.pdf>)  
For contracts valued over \$1 million, an SBE Preference of 5% is applied to a SBEs offer (for the purpose of evaluation ONLY). For contracts valued up to \$1 million, an SBE Preference of 10% is applied (for the purpose of evaluation ONLY). If the SBE is the responsible, responsive low vendor following the evaluation process, the price that the county will pay the awarded firm is the original price offered (excluding the 5% or 10% evaluation factors). Set-Aside: Where there are three (3) or more certified SBE firms available in an established pre-qualification pool and the price of the order is under \$100K, competition must be sheltered among those certified firms.
- 2) **Local Certified Service – Disabled Veteran** should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. At the time of bid submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Status and submit this affirmation and a copy of the actual certification along with the bid.
- 3) **Local Preference** <http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>:  
(Section 2-8.5; also applicable to Broward County vendors)

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the *nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.

- 4) **Cone of Silence** <http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>; (Section 2-11.1)

- 5) **UAP/Inspector General Fees** <http://library.municode.com/index.aspx?clientId=10620&statelId=9&stateName=Florida>; (Section 2-8.10)

### **Applying Bid and Local Preference to Quotes**

Bid preferences shall be given to bidders that are identified as certified SBE/Micro. The bid preference shall be calculated and subtracted from the total quote price or item. This difference shall be used in evaluating the quote. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the quote price. **EXAMPLE:** Quote Total Price \$1,000 x 10% = \$100.00 - \$1,000.00 = \$900.00.

Whenever a quote contains both, Bid Preference (SBE/Micro) and Local Preference, departments must apply the bid preference first. Follow the Administrative Guidelines stated.

Whenever a quote contains both Local and Locally Headquartered Firms: If the apparent low bidder is a non-local firm and the locally headquartered firm prices are within 15% of the low bidder, department must proceed to apply locally headquartered preference and obtain the "Best and Final" (BAFO). Similarly, if a Local firm is the lowest bidder and a locally headquartered firm is within 5% of the local firm lowest price, department must proceed to apply locally headquartered preference and obtain the BAFO in accordance with Section 2-8.5 of the Miami-Dade County Code.

For purposes of the solicitation, an order involves one or more items, which are part of a solicitation, and is accompanied by quotes from participating bidders contacted for that solicitation. The lowest bidder within the contacted group will be awarded the order. If one or more items on an order are determined to be unavailable from a bidder who has offered the best and lowest pricing for that order, the entire order may then be placed with the bidder with the best pricing who is able to completely fill the order. An item will be determined to be unavailable if a bidder is unable to deliver that item within the period specified in the department Request for Quote Form. The award of the order to one bidder does not preclude the ability of the remaining prequalified bidders from submitting offers for other orders as requested by the County departments.

### **RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, any and all other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

Company Name	Contact Person	Company Address	Telephone No.	Fax No.	Emergency Telephone No.	Contact E-Mail
Brenntag Mid-South, Inc.	Scott Fisher	1405 HWY 136 <sup>th</sup> West Henderson, KY 42419	919-306-2572	919-598-1255	919-596-0681	<a href="mailto:sfisher@brenntag.com">sfisher@brenntag.com</a>
F2 Industries, LLC	Kimberly Miller	423 C Smyrna Square Dr. Smyrna, TN 37167	615-459-4620	615-459-4836	877-828-1652	<a href="mailto:kimberly@f2ind.com">kimberly@f2ind.com</a>
American Water Chemicals, Inc.	Jessaca Townsend	1802 Corporate Center Lane Plant City, FL 33563	813-246-5448	813-623-6678	1-800-424-9300	<a href="mailto:customerservice@membranec hemicals.com">customerservice@membranec hemicals.com</a>
Carus Corporation	Maria Bergagna	315 Fifth Street Peru, IL 61354	800-435-6856	815-224-6697	800-435-6856	<a href="mailto:bids@caruscorporation.com">bids@caruscorporation.com</a> <a href="mailto:orders@caruscorporation.com">orders@caruscorporation.com</a>
Shannon Chemical Corp.	Ann Arrell	P.O. Box 376 Malvern, PA 19355	610-363-9090	610-524-6050	610-637-6468	<a href="mailto:ann@shannonchem.com">ann@shannonchem.com</a>